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30 November 1966

MEMORANDUM FOR: CIA Top Secret Control Officer

SUBJECT : Implementation of Task Force Study
"Review of Top Secret and Code Word
Procedures and Controls"

1. Your attention is invited to the attached comments of the Executive Director-Comptroller on the Routing and Record Sheet.

2. A copy of the progress report submitted to the Executive Director-Comptroller is attached. Please review those recommendations which affect your area and take whatever action is required to complete them.

3. A final report will be submitted to the Executive Director-Comptroller in approximately six months.

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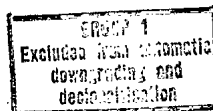


Chief

Executive and Planning Division
Office of Security

Attachment:
As stated.

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☐ INTERNAL
USE ONLY

☐ CONFIDENTIAL

☒ SECRET

21 NOV
1966

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Security
Rm. 4E60

EXTENSION

NO.

DATE

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Deputy Director for Support
Rm. 7D-18

2. Exec. Dir. - Compt.
Rm. 7E-12

3.

DDS

4.

Dir Security

5.

6.

AC/SP/ES

10.

11.

12.

13.

14.

15.

9 NOV 1966

9 Nov. 11/16

21 Nov. 11/16

11/22

11/22

RLB

W

VT

HG

HG

HG

HG

HG

I note that many of the actions are still in process. I look forward to another report in due course which I hope can be the final report of this particular Committee.

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Noted by DDS 11/22/66

#7 for action

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FORM
3-62

610 USE PREVIOUS
EDITIONS

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4 NOV 1966

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Review of Top Secret and Code Word Procedures and Controls - A Progress Report

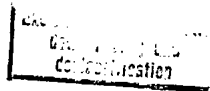
1. This memorandum is for information only.
2. Tab A is a copy of the report of the Committee on the Review of Top Secret and Code Word Procedures and Controls which was approved by the Executive Director-Comptroller on 8 May 1965 with the exception of Recommendation #7.
3. Tab B is a progress report to date of actions taken in connection with the approved recommendations.

Howard J. Osborn
Director of Security

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(a) The Director of Security caution all Agency employees against the unauthorized and uncontrolled reproduction of Top Secret or Code Word material. Such reminder should emphasize that unauthorized reproduction weakens our security safeguards and reflects seriously on the security consciousness of the individual."

Action Taken:

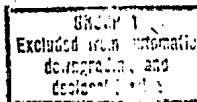
prescribes the procedures to be followed in the reproduction of Top Secret material and places the responsibility upon supervisors to ensure employees under their jurisdiction adhere to these procedures. With regard to code word material, guidelines have been furnished in the matter of reproduction.

"(b) The Director of Security request the Deputy Director for Plans to have the Technical Services Division conduct a feasibility study for controlling the reproduction of documents on copying machines. The purpose would be to make unauthorized reproduction impossible without defacing the reproduced document or so marking it that it would be known on which machine it was reproduced."

Action Taken:

The Technical Services Division submitted to the Office of Security for consideration several proposals for the prevention of the duplication of Top Secret and codeword material. Action was delayed on these proposals pending the review of another completed TSD paper in the same field.

"(c) The Director of Security request the Chief of each Agency component having a copying machine to control use of the machine to ensure that there is no unauthorized or uncontrolled reproduction."

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Action Taken:

Deputy Directors have stressed to their staffs the need to limit the reproduction of documents and to control such reproduced copies as are necessary in accordance with Agency policy. The dangers of improper document reproduction have been stressed and individuals responsible for reproducing Top Secret and Code Word material are instructed in the control procedures to be followed when copies are made. In some areas, particularly the highly sensitive, the use of copying machines is closely monitored by designated personnel and in some instances copying machines are located in vaulted areas or in rooms behind the barrier. It would not be feasible to lock every room after working hours to preclude unauthorized reproduction; however, with the stress on document control, there is evidence of compliance with this recommendation.

"Recommendation #2:

(a) A uniform numbering system be established within the intelligence community and that blocks of numbers be given to each department or agency originating Top Secret, RD and SI documents and the same number be used by the receiving department or agency.

(b) The Chairman of the Security Committee of the United States Intelligence Board be requested to use his Committee in coordination with CODIB as the vehicle to devise a uniform numbering system and submit appropriate recommendations to USIB. "

Action Taken:

On 13 July 1965, the Chairman, Security Committee, placed the proposal on the agenda for discussion by the Committee members. It was the consensus of the members that there was no need at the present time for a uniform numbering system for the above mentioned documents.

On 23 July 1965, the Chairman, Security Committee, advised the Chairman, CODIB Committee, of the extensive study conducted by a CIA Task Force of CIA document control accountability procedures and of the difficulty to control and retrieve within CIA Top Secret documents which

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are originated by other agencies. It was pointed out that Security Committee members felt that the problems found by CIA did not necessarily exist in other agencies and did not affect security but concerned the dissemination and retrieval of documents which are primarily the concern of CODIB. Accordingly, this proposal was submitted to CODIB for consideration and action as deemed appropriate.

"Recommendation #3:

(a) All Agency officers responsible for the control of Code Word and Top Secret material review existing regulations to make certain that they conform with present requirements and acceptable practices including those recommended in this report."

Action Taken:

Assurances have been obtained that the handling of code word material conforms with present requirements and acceptable practices. The regulations dealing with collateral Top Secret material have been reviewed and appropriate changes are being made in a revision of now in process.

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"(b) All Agency officers responsible for the control of Code Word and Top Secret material initiate a reindoctrination program for all control center personnel followed by a similar program for the users of Top Secret and Code Word material."

Action Taken:

A reindoctrination program has been initiated for all personnel briefed for T, T-KH and BYEMAN through respective TCO and BCO components. A number of reports have been received indicating the reindoctrination has been completed and satisfactorily received.

Plans for a reindoctrination program of Area Top Secret Control Officers have been initiated. The program will include an agenda, detailed discussion of control measures, and question and answer period with a discussion of specific problems.

A reindoctrination program has been completed for COMINT for all personnel employed within the Special Center.

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"Recommendation #4:

(a) Where there is a need for both a courier and document receipt in the transmission of Top Secret and Code Word material, the attached Package and Document Receipt Form and procedures (Tab C) be used. This form should be prepared for printing by the Records Administration Staff after coordination with Agency control officers and after appropriate refinements have been made. The form should be of a distinctive color and be on NCR paper."

Action Taken:

The Records Administrative Staff has printed on yellow NCR paper (Form 2600), a Package and Document Receipt form which has been appropriately distributed by the Office of Security. The CIA TSCO, BSO and TSO have implemented the recommendation within the Agency for the use of the form on a trial basis until 1 January 1967. The Special Intelligence Security Staff has advised that the OCI Registry has unsuccessfully attempted to use the form and has discontinued its use because of insufficient space to list multiple documents. A recommendation was made by the SI Security Staff that the form be revised to provide additional space.

"(b) At the conclusion of a six month trial period, if the use of this form proves successful within the Agency, the Director of Security brings it to the attention of the Security Committee of USIB for possible adoption by other agencies and departments of the intelligence community."

Action to be Taken:

After 1 January 1967, a determination will be made as to whether the form is useful, taking into consideration at that time the above recommendation by the SI Security Staff.

"(c) At the conclusion of a six month trial period, the Records Administration Staff consider use of a similar form, on white paper, for the transmission of Secret material requiring both a package and document receipt."

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Action to be Taken:

This recommendation will be considered after 1 January 1967.

"Recommendation #5:

Each Agency control officer of Top Secret and Code Word material issue instructions that the maximum period of time allowed to elapse prior to sending a follow-up for a document receipt be set at two weeks plus elapsed courier time."

Action Taken:

Instructions have been issued to all Area Top Secret Control Officers (collateral) for a two-week follow-up for a document receipt. This requirement has been included in a revision of [] which is in process. The new BYEMAN Manual contains this instruction. For the TK System, a Notice is being published for dissemination to all TCO's within the Agency. The COMINT Security Officer is issuing similar instructions.

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"Recommendation #6:

(a) The Top Secret Control Officer, the COMINT Security Officer, the TSO/CIA and BSO/CIA and the CIA Officer in Charge of Restricted Data conduct surveys of the accountability procedures for Top Secret, COMINT, Restricted Data, B and T-KH documents.

(b) Such surveys should include spot checks of controlled material as well as the logging, receipting and destruction procedures.

(c) Advance knowledge of impending surveys would be limited to the Chief of the component or area being surveyed.

(d) Surveys will be conducted in a manner to ensure that material is available or accounted for within the approved procedures. Such surveys shall be conducted at least annually unless unusual circumstances dictate the need for more frequent inspections."

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Action Taken:

Surveys of collateral Top Secret control points have not been instituted pending the completion of the Reindoctrination Program for Area Top Secret Control Officers. In several of the offices in DD/S&T, a number of inventories or spot checks with regard to Top Secret material have been made recently by Top Secret Control Officers.

AEC originated RD information which is classified Top Secret is inventoried semi-annually, and Agency originated RD is inventoried each time that a TS inventory has been taken.

In the code word field (BYEMAN and T-KH), surveys are conducted periodically and have been completed for all Agency centers which encompasses accountability, logging, receipting and destruction procedures. Spot checks are made a part of the inspection procedures.

Detailed inspections were conducted at all retention areas and distribution points within the Executive Office Building and the White House in accordance with responsibilities defined under DCID 6/3 for COMINT material. Complete reports (all favorable) were prepared and submitted.

"Recommendation #7:

Procedures and controls for COMINT Top Secret documents be brought into conformity with those for non-Code Word Top Secret documents, or if operational efficiency and/or administrative economy preclude such conformance, the situation be recognized officially by top management and reflected in Agency regulations."

Action Taken:

This recommendation was disapproved by the Executive Director-Comptroller.

"Recommendation #8:

The format presently being used for Top Secret cables be revised to include a block for the initials of each individual who reads the cable after it leaves the Cable Secretariat."

Action Taken:

This revision has been accomplished and is now in effect.

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"Recommendation #9:

(a) The Deputy Directors ensure that all project officers responsible for external contracts so monitor them that all releases of Top Secret and Code Word information be made under the direction of the project officer. The project officer should make certain:

- (1) That the need to know principle is followed.
- (2) That discussions with contractor personnel are conducted in an appropriate private area.
- (3) That the contractor's representative possesses the proper security clearances.
- (4) That contractor personnel sign for all types of Top Secret material that they have read or handled.

(b) The Deputy Directors caution all employees of the necessity for them to go through the responsible project officer prior to releasing Top Secret and Code Word material to contractor personnel."

Action Taken:

The Directorates have complied with the above recommendations either by the issuance of appropriate instructions or by reminding personnel of the need for exercising vigilance in their relationships with contractors. Project officers carefully control the flow of information to contractors utilizing the regular document control channels. The need-to-know principle is emphasized in all classified discussions with the contractor.

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